 Ministry of Defence Police	MINISTRY OF DEFENCE POLICE STATEMENT OF REQUIREMENT This SoR outlines a request to consider - Racking fitments for the ISO Containers Crime Command Armoury at the new MDP HQ at RAF Wyton, Palmer Pavilion
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1. Background

1. The MDP HQ at Wethersfield as part of the DEO programme are to re-provision to Palmer Pavilion, Raf Wyton. FY21/22.
2. Palmer Pavilion will be completely refurbished and there is a requirement for the OSU Armoury currently located at MDP HQ Wethersfield to be re-located to Bay 2 Armoury on the base at RAF Wyton as part of that relocation. There is also a requirement for the OSU ISO containers recently installed on site at RAF Wyton to be fitted with racking to hold the equipment of the OSU team.

2. Requirements and Output

This work scope requires the following 2 activities to be undertaken, with the respective outputs and deliverables noted in each.

Activity 1 –

- a) Determine the type, size and quantity of racking required for the 12 OSU containers to enable the OSU to store their equipment on.
- b) Determine the type, size and quantity of racking required for Bay 2 armoury to enable the OSU to store their weapons on.

- c) Procure and contract with a CCS Framework supplier to supply and install both ISO and Armoury racking to RAF Wyton.

Activity 2 –

- d) Installation on site of ISO Racking and Armoury racking.

Achieving the above via:

- Engage with the OSU team to understand their requirements in terms of ISO racking, height, widths and depths plus type of equipments to be stored and in what format.
- Engage with the OSU team to understand their requirements in terms of Armoury racking, height, widths and depths. As well as type and quantity of weapons and equipment's to be stored.
- Engage with Commerical to procure the services of a CCS Framework supplier to deliver the ISO and Armoury racking requirements.

Key Outputs:

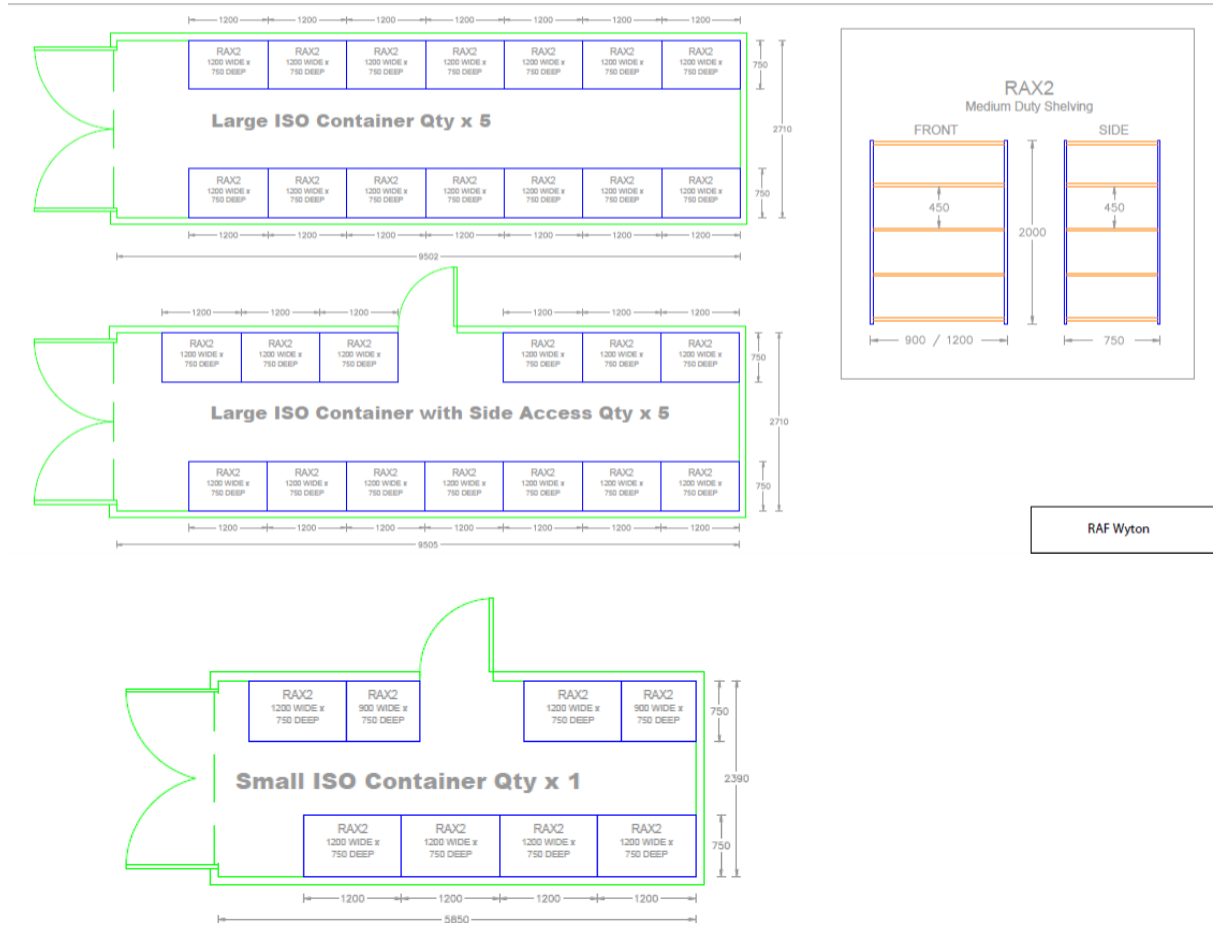
- Procure the supply and installation of the ISO Container and Bay 2 Armoury racking to RAF Wyton using a CCS Framework supplier.

It is envisaged that this work take between 8-12 weeks depending on the Commerical pipeline and availability of resource to support this. Our request is for work to start on or around the week commencing 25 April 2022, dependent on contractual progress and contractor availability.

3. Performance and Deliverables

1. This work is urgent in nature, as per the business case provide in support of this request. The contract/or is required to start project by no later than 25 April 2022.
2. The key deliverables are noted below in detail.
3. The racking must be adaptable in design and function as racking which is relatively strong, can be fixed to the walls and is modular so it can be changed in heights of shelving to accommodate the equipment being stored. The images provided are currently 2m in height, a depth of 0.75m and 0.6 wide, most of the officers use this for storing kit in large duffle type bags and the more storage depth without compromising the ability to place and remove items in each ISO container has to be considered.





- The locations of the racking within the Armoury must be able to make use of all available space to fit the fire arms shown in the image below with a width of 243 cm. The image below has been take from the OSU Armoury at RAF Wethersfield.



4. The racking and armoury must fully meet any legal compliances that apply and also all health and safety requirements to maintain a compliant and safe environment for staff to work in.
5. **Location**
 1. The location of the works will take place at RAF Wyton on behalf of the MDP at Palmer Pavilion. The ISO racking will be installed in 11 containers in Hanger 2 and the Armoury racking will be installed with Bay 2 Armoury on the base.
6. **Qualifications/experience required**
 1. It is imperative that the contractor/s undertaking this work scope have experience in the creation, development and implementation of specialist racking and armoury racking. Knowledge of health and safety management systems is beneficial for working on a military base – however security clearance is not required as they will be escorted during the course of their works.
 2. The service provider should be a single source point of contact for the relocation of the stores which will support the specialist nature of the relocation and support the specialist security requirements of the moves.
7. **Reporting/review/progress issues**
 1. MDP Project Management under the approval of Project JUTE will manage and control the appointed subcontractor, arrange site access, provide the availability of on site excorts and be a single point of contact for the supplier and update the Project Sponsor on progress.
8. **Realistic, timely and measurable Key Performance Indicators (KPIs) against which the deliverables will be judged**

1. MDP Project Management will be responsible for the performance management of the contract work and outputs. It is envisaged that activity 1 be undertaken in a 8-12 week timescale, and activity 2 in a 6-8 week timescale.
2. Weekly progress reports/updates will be required by MDP Project Sponsor to ensure the work is on-track, and if any further support is required.

9. Security

1. As part of the works, the service provider will have to provide the following in advance of the moves taking place to meet the security requirements at least three days prior to the move. Having a police record will not necessarily preclude company personnel from being involved but we do reserve the right to refuse any company employees access without providing a reason. All staff will need to have photographic ID with them and failure to do so will mean they will not be granted entry to RAF Wyton.

The personal details required will be:

- Full name
 - Details of any former names
 - Date of birth
 - Place of birth
 - Current address
 - Nationality
2. Should any of the company staff concerned with the move change, then we would require the above details of the replacement employee as soon as possible and certainly before they arrive. Access will not be granted to the sites without that information and until satisfactory checks have been undertaken by us.
 3. Personal details will be submitted to the pass office at RAF Wyton to ensure that they can gain access.
 4. A 4-1 ratio (operatives to excorts) is the requirement at RAF with regards to escorting operatives from the guard house to their place of work and is to be maintained at all times.